

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART-TIME ADULT DAY CARE PROGRAM ASSISTANT

1. **JOB TITLE:** PART-TIME ADULT DAY CARE PROGRAM ASSISTANT
2. **DEFINITION:** The part-time Adult Day Care Program Assistant is responsible for getting appropriate supplies for and assisting participants in completing a daily program of activities which enhances their social skills, cognitive abilities and sense of accomplishment. The employee is under the supervision of the St. Clair Street Senior Center Director or designee. All employees are responsible to the City Manager. Directions given range from general to specific with a high level of independent judgment needed in decision making and completing required duties. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee operates a multi-line telephone system, copy machine, and other office equipment as necessary. The employee will operate recreation equipment needed for arts and crafts, physical fitness and other equipment appropriate for stimulating activities.
 - b. The employee works indoors and outdoors at the St. Clair Street Senior Center. All City facilities and vehicles are tobacco-free. Occasional field trips for participants may be taken to sites of interest in the surrounding community.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Plans and implements appropriate activities for day care participants on a day-to-day basis.
 - b. Purchases materials necessary for projects, activities and snack supplies.
 - c. With input from the Day Care Director, creates, maintains and displays for participant and family/caregiver information on a monthly calendar of activities.
 - d. Assists in training volunteers and practicum students in communication skills necessary for working with older individuals with dementia and/or cognitive impairment.
 - e. Becomes knowledgeable on available community resources for older individuals in order to make appropriate referrals for needed services.
 - f. Sets up equipment and supplies for activities and puts them away afterwards.
 - g. Assists, as time permits, in maintaining participation and other records.

- h. In the absence of the Program Director, provides information on the Adult Day Care Program when asked in person or by telephone.
- i. Works with volunteers and practicum students in programming to achieve defined goals for participants.
- j. Sits, stands, stoops, walks intermittently and lifts objects weighing up to thirty (30) pounds.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Recruits and schedules qualified persons for special programs from time to time.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least eighteen (18) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Graduate of an accredited high school, or have obtained GED or equivalent.
- d. Must submit to and pass a pre-employment drug and alcohol screen.
- e. Must possess current American Red Cross CPR/AED and First Aid certifications or the ability to acquire same within six months from date of hire.
- f. Prior experience in working with the elderly population preferred.
- g. Must have interest in, sensitivity to and ability to accept responsibility for meeting the needs of cognitively impaired and/or frail older individuals.
- h. Must not have been convicted of, pleaded guilty to, or entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, abuse or neglect or exploitation of senior citizens, or controlled substances.
- i. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- j. Must possess and maintain a good reputation for honesty, integrity and confidentiality.
- k. Literacy in English with the ability to understand and carry out oral and written instructions, including safety and security rules.
- l. Excellent human relations skills with the ability to communicate effectively and deal courteously with the public, fellow employees, volunteers, day care participants, families and/or caregivers on the telephone or in person even though they may be irate and unreasonable at times.
- m. Ability to build and maintain harmonious, cooperative and productive relationships with co-workers.
- n. Ability to follow City policies and regulations.
- o. Must possess physical and mental ability to work independently.

- p. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- q. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- r. Ability to perform the duties of the job in a timely manner for the assigned work schedule.
- s. Ability to work a flexible schedule.
- t. Ability to accomplish tasks despite interruptions.

Non-Exempt
Safety Sensitive
October 16, 2008